United States Department of State
An Equal Opportunity Employer

# 2004 SUMMER CLERICAL EMPLOYMENT PROGRAM

**ANNOUNCEMENT #**:      **SCEP-2004**     **Closing Date: 01/16/04**

**POSITION TITLES:**     Clerks,

Office Automation Clerks

**PERIOD OF EMPLOYMENT:**     May 2004 to September 2004

**GRADES:**     GS-2/3/4

**NUMBER OF VACANCIES:**     The Department of State is developing a rank-ordered register for Clerks and Office Automation Clerks for the 2004 summer period. The specific number of students to be hired will depend on need and availability of funding.

**LOCATIONS:**     The Department of State at 2201 C Street, NW Washington, DC and various State Department annexes located in the Washington D.C., metropolitan area.

**AREA OF CONSIDERATION:**     All Sources

**DESCRIPTION OF DUTIES:**

Office support duties include but are not limited to: answering telephones and other receptionist-related duties; filing and maintaining office files; typing and/or using a computer terminal to perform various office functions including initial entry of drafted materials using a variety of computer software packages; reviewing outgoing correspondence for correct format, grammar, punctuation and typographical errors; photocopying and assembling reports and briefings for distribution, etc.

**BASIC ELIGIBILITY REQUIREMENTS:**

1. Applicants must be citizens of the United States.
2. Be at least 16 years of age at time of appointment.
3. Be enrolled or accepted for enrollment as a degree (diploma, certificate, etc.,) seeking student and is taking at least half-time academic/vocational/or technical course load in an accredited technical or vocational school.
4. Applicants must undergo a thorough background investigation to determine eligibility for a security clearance.

## MINIMUM QUALIFICATION REQUIREMENTS:

GS-2  Be a high school graduate or have 3 months of clerical work experience

GS-3  Meet GS-2 criteria plus 1 year of college or 6 months of clerical work experience

GS-4  Meet GS-2 criteria plus 2 years of college or 1 year of clerical work experience

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Candidates should include a statement with their application form or resume that specifically addresses the required knowledge, skills, and abilities (KSAs) identified below:

1. Ability to learn general office administrative and clerical procedures for distribution of mail and filing of office documents.
2. Ability to learn office organization and functions sufficient to receive visitors, answer and route telephone calls, and assist in scheduling of staff appointments and office events.
3. Skill in communicating effectively (i.e., using tact and courtesy with regard to urgent calls, visitors and sensitive issues).
4. Ability to type (if applying for an Office Automation position).
5. Knowledge of grammar, spelling, capitalization and punctuation commonly used in office correspondence and reports.

**SPECIALIZED EXPERIENCE:** Preference points will be awarded to applicants possessing specialized knowledge of, and experience with, computer hardware and software applications associated with office automation (i.e. word processors, personal computers, printers, scanners, modems, word processing, graphics, database management, electronic mail, etc.). To be considered for an Office Automation position, applicants must demonstrate typing/keyboarding skills of 40 words per minute. Proficiency must be certified in writing. The certificate may be on an official form or letterhead of the testing organization or the applicant may self-certify by submitting an estimate, on a separate sheet of paper, of their current typing speed. The self-certification statement must be signed and dated by the applicant. Claimed proficiency may be evaluated at the time of consideration for appointment.

**Please note** that if you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to a fine or other disciplinary action.

### APPLICATION PROCEDURES AND DEADLINE FOR SUBMISSION

### The following application and related materials are required and are part of this announcement, and become the property of the Department of State:

1. Completed DS-1950, Application for Employment or Resume.
2. A certification of typing proficiency of at least 40 words per minute if applying for an Office Automation position.
3. A completed Employment Data Form. This is a voluntary form which is used for data collection only.
4. Transcripts (either official or unofficial are acceptable).

5. Due to intense competition and the required background investigation, applications must be **postmarked** no later than **January 16, 2004.**
6. **Applications mailed in government franked envelopes will not be processed.**

**Mail Delivery Notice** – We are still experiencing delays of several weeks for delivery of U.S. Postal Service mail of ALL types (Express, Priority, registered, etc.). Therefore, to avoid delays in the delivery of your application and to ensure that we can process all applications that meet the postmark deadline, we strongly urge you to send your application via a commercial delivery service such as FedEx, UPS, DHL, etc.

**Send completed application package to**:

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**Summer Clerical Program Coordinator**
**Bureau of Human Resources**
**U. S. Department of State**
**2401 E Street NW, Room H-518**
**Washington, DC 20522**

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Executive Branch agencies are barred by 5 U.S.C. 3303, as amended from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender. In addition, as mandated by 5 U.S. Code 310, sons and daughters of federal employees cannot be granted preference in competing for these employment opportunities.

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*The Department of State is committed to equal opportunity and fair and equitable treatment for all without regard to race, color, national origin, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior statutory, constitutionally protected activity.*